



# **Town of Hopkinton, NH**

## **Office of the Select Board**

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### **SELECT BOARD PUBLIC MEETING MINUTES MONDAY, NOVEMBER 3, 2014 APPROVED November 10, 2014**

Jim O'Brien, Chairman, called this regular meeting of the Select Board to order at 5:32 p.m. on Monday, November 3, 2014, in the large meeting room in the Town Hall. Chairman O'Brien introduced the members of the Board. Police Chief Steve Pecora led the Pledge of Allegiance.

**Members Present:** Jim O'Brien, George Langwasser, Sara Persechino, Ken Traum and Sue B. Strickford

**Staff Present:** Neal Cass, Town Administrator; Robin Buchanan, Administrative Assessing Assistant; Deb Gallant, Finance Director; Steve Pecora, Police Chief; Doug Mumford, Fire Chief; Jessica Bailey, Recreation Director; John Thayer, Public Works Superintendent; Steve Clough, Assistant Superintendent to Public Works; and Webster Select Board: Roy Fanjoy, Roger Becker and Bruce Johnson

**Public Present:** Ken Wilkens, Ed Kerr, Rich Houston and Janet Krzyzaniak

## **II. ADMINISTRATIVE**

### **Consent Agenda**

Board members reviewed documents for signature and approved unanimously (5-0) the Consent Agenda, taking the following action on motion made by Mr. Traum and seconded by Mrs. Persechino.

Item	Date	Action	Comments
Accounts Payable Manifest	11-03-14	Approved	\$151,446.98
Payroll Manifest	11-03-14	Approved	\$66,803.25
Building Permit	11-03-14	Approved	Hopkinton Women's Club
Building Permit	11-03-14	Approved	Back in the Saddle Raffle
Appointment Papers	11-03-14	Approved	Tim Britain Assist Moderator
Intent to Cut	11-03-14	Approved	Wirta Map 222 Lot 50

### **Approval of Minutes**

The Board reviewed the public meeting minutes of October 27, 2014. Mr. Langwasser made a motion; seconded by Mrs. Strickford, to approve the public meeting minutes as presented, of October 27, 2014.

**VOTE:** O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

The Board reviewed the non-public meeting minutes of October 27, 2014, Session 1. Mrs. Persechino made a motion; seconded by Mr. Traum, to approve the non-public meeting minutes as presented, of October 27, 2014, Session 1.

**VOTE:** O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

The Board reviewed the non-public meeting minutes of October 27, 2014, Session 2. Mr. Langwasser made a motion; seconded by Mrs. Strickford, to approve the non-public meeting minutes as presented, of October 27, 2014, Session 2.

**VOTE:** O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; MOTION APPROVED 5-0.

### **III. PUBLIC APPOINTMENTS**

**Police/Emergency Management/Animal Control:** Police Chief Steve Pecora presented the 2015 budget for Police Department first. Chief Pecora stated that as of October, 2014 the department had made 150 arrests; 67 accidents; and 1,000 service calls. He noted that although the numbers have not increased since last year; the type of call can range from \$1,000 in damage to fatalities, each requiring more and more documentation and time. He noted that there are increases in contract fees. He further stated there were no other major changes. Mr. Traum inquired about contract fees, noting that the year to date is \$19,425.00, but is requesting \$41,223 for 2015. Police Chief Pecora stated that different agencies work on different calendar years, i.e. fiscal, annual or federal. So not all the fees have come due; which is why it looks over funded. A discussion ensued, with regards to uniforms and the cost of replacing vests and outfitting a new police officer. He noted using vests that are still good; but past when the manufacturer guarantees them. Discussion ensued, with regards to the CIP and radios. Police Chief Pecora stated that he has applied for and received several grants over the years to replace the radios. He will continue to apply for grants when eligible. However, he stated there is no grant for the base radio, which is very old (1999), but still working. He continues to put money into the line item in case there are no longer any grants to cover replacement radios. Mrs. Strickford stated she appreciates his due diligence but wants to be sure that our officers have up to date vests. Chief Pecora stated the manufacture guarantees the vest for 5 years; however, we are using up to 7 years. The vests used by the officers in Hopkinton do not see the same use as in larger towns and cities. He also noted having a vest on does not protect all of you from a fatal shot.

**Emergency Management:** Police Chief Pecora stated it is funded with \$1.00 to allow us to apply for grants.

**Animal Control:** Chief Pecora stated this budget is the same as last year. A discussion ensued regarding the Ella Tar Trust Fund, which helps fund this budget. Mr. Traum inquired if the trust was discontinued would he still be proposing an animal control officer. Police Chief Pecora

stated yes; if the officer on duty is on another matter; the animal control officer can be called and he can deal with that animal situation right away.

**Fire/Ambulance:** Fire Chief Doug Mumford stated that the Ambulance budget is up and the Fire Department budget is down. He started with the Fire Budget; noting part time wages and training have increased. He anticipated fuel costs to be down from last year. Fire Chief Mumford stated the Equipment/Gear line is up by \$500.00. This is to replace boots, helmets, gloves, etc. Mrs. Persechino inquired how quick a return would the Fire Department see on the LED lighting, at the newly renovated Fire Station. Fire Chief Mumford stated that is an unknown for now. Mr. Traum inquired if there were estimates for revenue for those organizations that wish to utilize the space at the Fire Department for trainings. Fire Chief Mumford stated no, not at this time. Mrs. Persechino inquired as to why Professional Services went down from 2012 to 2013. Mr. Cass stated most of the expenses of 2012 were related to Rick Schaeffer's funeral costs.

Ambulance: Fire Chief Mumford stated there is an increase in wages and overtime wages. Chairman O'Brien inquired about the reimbursements from other towns with regards to the ambulance. Fire Chief Mumford stated it is working well. Fire Chief Mumford also stated that response time is under 1 minute, even with the relocation during the construction on the Pine Street Station.

**Recreation:** Jessica Bailey, Recreation Director, stated there were very few changes made to the 2015 Recreation budget. She noted the part time wages are down, because Recreation is only paying for part of the year; the rest will be picked up by the school. Mrs. Bailey stated she is worked on keeping the heating costs down at the Senior Center, but it was a long, long winter. Mrs. Persechino inquired about staffing at Kimball Pond in the summer; noting sometimes there were too many lifeguards and at other times not enough. Mrs. Bailey stated it is the Pond Director's responsibility to schedule the life guards. She also noted that she has sent people home on days there are too many there. A discussion ensued with regards to using the Revolving Fund for part of the Recreation Director's salary. Mrs. Bailey stated she is against using the Revolving Fund for part of her salary. She believes the money should be used for programs and scholarships. A discussion ensued, with regards to the CIP. She noted that it is time to make a decision with regards to the tennis courts, it needs to either be repaved and taken care of or pulled out all together. It was resurfaced 10 years ago and has had no professional upkeep since then.

**Transfer Station/Solid Waste/Sewer:** Steve Clough, Assistant Superintendent to Public Works, stated not much has changed with the Sewer Budget. Any increases are due to increased regulations, electronic EPA reporting and collection system plans. Mr. Clough stated all the manholes on Park Avenue have been inspected. Mr. Clough also stated that the pump station will soon need work, as the technology is obsolete. Mr. Clough stated to GSP the sewer lines would be expensive; however, they are looking into using Google maps in hopes of cutting back on expenses. Mr. Traum inquired about the travel, meals expense line. Mr. Clough stated it is used for travel and is based on actual costs. Chairman O'Brien inquired if the wastewater system would need major changes. Mr. Clough stated not in the immediate future. Chairman O'Brien

also inquired as to cross training the staff. Mr. Clough stated it is a work in progress; it is difficult to find the time to train someone for any length and the opportunities to train are few.

With regards to the Transfer Station, Mr. Clough stated 2015 is the last year for the current contract for trash transportation and disposal. Chairman O'Brien inquired how the contract was working. Mr. Clough stated there were issues at first, because we did not have as much control over the trucks as before; but things have been worked out. He also stated there is a strict maintenance schedule for all the trailers. He stated the telephone, fax, and internet costs are based on actual use. With regards to the CIP, Mr. Traum inquired if it was possible to delay the purchase of a scale system. Mr. Clough stated the scales date back to 1989; he rebuilt them about 10 years ago; currently it is failing and if it fails it would have a huge impact on fees.

Mr. Clough stated the Solid Waste Budget for 2015 is up, due to renewing the ground water permit this year. A short discussion ensued regarding Nobis and water testing. Mrs. Persechino inquired as to the possibility of starting a swap shop in 2015. Mr. Clough replied the money was taken out of last year's budget; and it is not in this year's budget. Mrs. Persechino inquired if the Webster Board would be willing to discuss it. The reply was they were willing to reconsider it this year. Mr. Clough reported that most of the work could be done in-house.

Rich Houston spoke to the Solid Waste Committee's recommendations, noting that those recommendations are expensive.

**Highway/Building and Grounds:** John Thayer, Public Works Superintendent, stated the 2015 Highway budget reflects small changes in full time wages; no changes to part time wages. He also stated that alcohol and drug testing fees have increased. Mr. Thayer stated the electric line item is based on actual costs. With regards to wood pellets, Mr. Thayer stated they used 51 tons of pellets and have some left as well as propane. The uniform line is also up. Shimming and paving line is also up; Mr. Thayer stated there are also box culverts that need to be replaced and that comes out of the shim and paving line item. With regards to engineering costs for projects, Mr. Thayer stated he will be doing it in stages. Mr. Traum inquired if salt for the winter had arrived. Mr. Thayer stated not yet; he has ordered it, but it has not been received; the vendor is currently fulfilling the State order.

With regards to the CIP; a dump truck is due to be purchased, a backhoe lease payment is due and the tractor payment is due. Discussion ensued, with regards to the requested new items for the Highway Department. Items included purchase of a vibratory roller; over rail mower; replacing existing sand/salt spreader building, which is becoming unsafe.

**Building and Grounds:** Mr. Thayer stated the Buildings and Grounds budget is requesting an additional full time position, as we are losing an employee, and will need seasonal help for plowing. Mr. Thayer stated last year we advertised for part time help for plowing; and we received 3 applications and none of those applicants were qualified. Mr. Thayer further stated part time wages would drop. Mr. Thayer stated Building Repairs have been increased, as all town buildings are in need of maintenance. Discussion ensued, regarding the requested amount for Equipment, which has increased. Mr. Thayer stated we need to begin looking at maintaining the roads.

#### **IV. PUBLIC FORUM**

Ed Kerr wished Mr. Langwasser luck in the election.

Homes for our Troops will be holding a Key Ceremony for Sgt. DeWitt and his family, on Saturday, November 8, 2014 at 11:00 am at 985 Jewett Road. Members of the Board will be attending.

#### **V. NEW BUSINESS**

**Conversation with Terry Knowles:** Mr. Cass stated he spoke with Terry Knowles of the Attorney General's Office with regards to the Hopkinton Fair Board. She had read about the on-line petition asking the Fair Board Members to resign. Mr. Cass stated that Ms. Knowles was informing him that if the whole board were to resign it would end up in receivership and the Attorney General's Office would take over.

**November 4, 2014 Election:** Mr. Cass stated that everything is ready for the election.

**Cedar St. Drainage:** Discussion ensued with regards to the Cedar St. drainage issue and how much it would cost to do the project all at once. Mr. Cass stated the cost for the entire project is \$149,320.00.

Mr. Traum made a motion to approve the cost of the entire Cedar Street drainage project in the amount of \$149,320.00. Mr. Langwasser seconded the motion.

**VOTE:** O'Brien, Langwasser, Persechino, Traum and Strickford voting in favor of the motion; no votes against; **MOTION APPROVED 5-0.**

#### **VI. OTHER**

Mr. Cass gave an update on the Fire Station, stating everything is moving along, second floor is in; plumbing being worked on, etc.

Respectfully submitted,

Robin Buchanan  
Administrative Assessing Assistant